
Inspection & Enforcement

Appropriation: \$ 1,222,254

The Inspection and Enforcement Division safeguards the health, safety and welfare of the citizens of Santa Fe by inspecting structures under construction to guarantee that they are built according to established minimum zoning, grading, drainage, structural, mechanical, plumbing, and electrical standards, and ensures these structures are sound, safe and sanitary. Existing commercial buildings are also inspected to ensure they meet minimum standards.

Inspection and Enforcement includes the following functions:

<u>Administration</u> - To oversee operations for General Construction, Electrical Inspection, Mechanical Inspection, Complaints and Site Inspection sections	\$ 189,895
<u>General Construction</u> - To inspect ongoing construction for compliance with approved plans, construction practices, approved materials and workmanship	274,717
<u>Electrical Inspection</u> - To inspect methods and materials of electrical installations, connections, alterations or repairs to guard against substandard construction	134,279
<u>Mechanical Inspection</u> - Assures the public and contractors that all work being done meets the uniform plumbing code and the uniform mechanical code	228,944
<u>Complaints</u> - To ensure compliance with Santa Fe City codes relating to building, weed, litter, wastewater, general environmental standards, snow/ice removal, and noise violations	196,000
<u>Site Inspections</u> - Responds to and daily inspects zoning, grading and drainage complaints, certificate of occupancy, home occupancy, and subdivision infrastructures, and serves as direct contact for public inquiries regarding zoning and terrain management enforcement	<u>198,419</u>
	\$ 1,222,254

2002/03 Operational Highlights:

- Computerized complaints for better tracking, and established the Construction Industries Appeal Board with ongoing staff support.
- Implemented a staff training and certification program for zoning and the Unified Building Code.
- Assisted the Water Division in conducting Stage 3 Water Emergency enforcement inspections.
- Completed 40,000 inspections and investigated 20,000 complaints.

2003/04 Goals and Objectives:

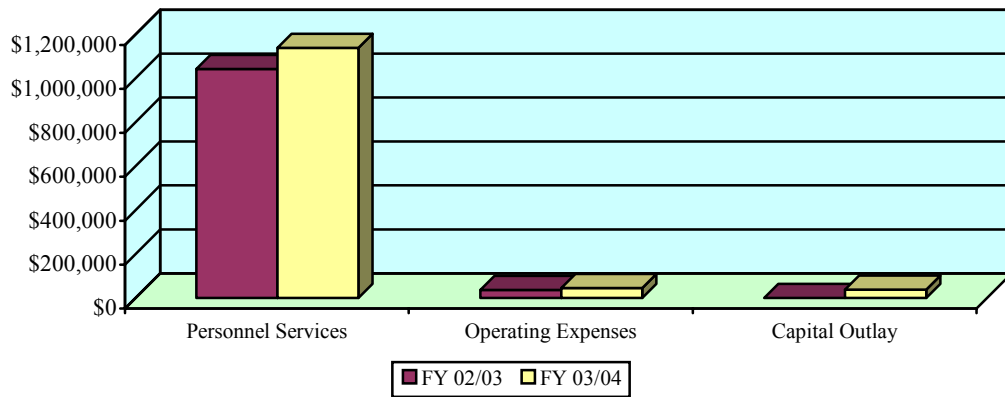
- Improve scheduling and increase the volume and quality of inspections by computerizing inspection field data entry, and reduce the required travel and in-office time for inspectors.
- Continue to improve the handling and response to zoning complaints by computerized tracking and documented follow-through.
- Institutionalize Santa Fe Community Collage and building code interpretations that are fair, reasonable and further the goals and policies of the General Plan and the city's Economic Development Plan with particular regard to encouraging infill, mixed-use development and affordable housing.

Budget Commentary:

The General Fund provides funding support for the salaries and benefits of 18 employees and operating expenses related to building, electrical and mechanical inspections. The capital outlay appropriation for FY 2003/04 is for replacement of two inspectors' vehicles that have reached the end of their useful service lives.

<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03 ACTUAL</u>	<u>FY 03/04 BUDGET</u>
Inspection & Enforcement Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Construction Inspector	6 – CLFT	6 – CLFT
Construction & Inspection Supervisor	3 – CLFT	3 – CLFT
Ordinance Enforcement Supervisor	1 – CLFT	1 – CLFT
Ordinance Enforcement Specialist	1 – CLFT	1 – CLFT
Planner Senior	1 – CLFT	1 – CLFT
Site Inspector	2 – CLFT	2 – CLFT
Zoning Inspections Manager	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	18	18

EXPENDITURE CLASSIFICATION



	FY 02/03 <u>REVISED</u>	FY 03/04 <u>APPROPRIATION</u>
Personnel Services	\$ 1,041,507	\$ 1,137,953
Operating Expenses	37,035	45,801
Capital Outlay	<u>0</u>	<u>38,500</u>
 TOTAL:	 \$ 1,078,542	 \$ 1,222,254